

TRAVEL EXPENSE CLAIM

See Instructions and *Privacy
Statement below

STD 262 (REV. 6-93c)

Page of Pages

CLAIMANT'S NAME Lynn L. Jacobs			SOCIAL SECURITY NUMBER		DEPARTMENT HCD	
POSITION Director		Bargaining Unit # E 99	DIVISION OR BUREAU Executive Office			INDEX 5103
PCA 50001		RESIDENCE ADDRESS		HEADQUARTERS ADDRESS 1800 Third Street, Suite 450		TELEPHONE NUMBER 916 445-4775
CITY Sacramento		STATE CA	ZIP CODE	CITY Sacramento		STATE CA
						ZIP CODE 95811

(1) MONTH /YEAR		(3) LOCATION WHERE EXPENSES WERE INCURRED	(4) LODGING	(5) MEALS			(6) INCIDENTALS	(7) TRANSPORTATION					(8) BUSINESS EXPENSE	(9) TOTAL EXPENSES FOR DAY
(2)				BREAK-FAST	LUNCH	O.T., L/T, NC, RELO. OR DINNER		(A) COST OF TRANS	(B) TYPE USED	(C) CARFARE TOLLS, PRKG	(D)			
DATE	TIME										MILES	AMOUNT		
Sep-09														
9/1		Drove to Sacramento A/P							PC		12	6.60		6.60
	1300	Sacramento to Burbank										-		-
9/2		Los Angeles							RC	10.00		-		10.00
		Los Angeles to San Francisco										-		-
		San Francisco to Santa Barbara										-		-
9/3		Oxnard							PC		20	11.00		11.00
9/4		Ventura							PC		3	1.65		1.65
		Oxnard							PC		17	9.35		9.35
9/7		Drove to Burbank A/P							PC		63	34.65		34.65
		Burbank to Sacramento							PC	36.00		-		36.00
	2000	End of Trip										-		-
												-		-
												-		-
												-		-
												-		-
												-		-
(10) SUBTOTALS			-	-	-	-	-	-	-	46.00	115.00	63.25	-	109.25
COLUMN CODE (ACCTG. USE ONLY)														

CLAIM TOTAL

\$ 109.25

9/1 - Flight from Sacramento to Burbank. 9/2 - Speaking Engagement in Los Angeles for HUD... Returned rental car at LAX...Flight from LAX to San Francisco...Speaking Engagement in Redwood City for Silicon Valley Leaders Group...Flight from San Francisco to Santa Barbara. 9/3 - Meetings in Oxnard w/ Mayor Tom Holden and City Manager Ed Sotelo. 9/4 - Meeting in Ventura w/Rondi Guthrie (District Director for Assemblywoman Audra Strickland. 9/7- Drove to Burbank A/P...Flight from Burbank to Sacramento. Picked up Personal vehicle from Sacramento A/P and drove to HCD HQ.

(12) NORMAL WORK HOURS

8:00 AM - 5:00 PM

(13) PRIVATE VEHICLE LICENSE No.

(14) MILEAGE RATE CLAIMED

0.55

AGENCY ACCOUNTING OFFICE

USE ONLY

PAID BY REV. FUND CHECK No.

(15) I HEREBY CERTIFY That the above is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used, and if mileage rates exceed the minimum rate, I certify the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753 and 0754 pertaining to vehicle safety and seat belt usage.

CLAIMANT'S SIGNATURE

DATE

Lynn L. Jacobs

09/21/09

(16) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT

DATE

Judy Nevis

09/22/09

(17) SPECIAL EXPENSE AUTHORIZATION - SIGNATURE and TITLE (See Item 17 on reverse)

DATE

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(2)				BREAK-FAST	LUNCH	O.T., L/T, NC, RELO. OR DINNER		(A) COST OF TRANS	(B) TYPE USED	(C) CARFARE TOLLS, PRKG	(D) PRIVATE CAR USE			
DATE	TIME										MILES	AMOUNT		
Sep-09		Sacramento						PC	1.25	2	1.10		2.35	
9/9	1500	Drove to Sacramento A/P						PC		12	6.60		6.60	
		Sacramento to Burbank									-		-	
9/10		Westlake Village					13.50	RC			-		13.50	
9/14		Ventura / Westlake Village									-		-	
9/15		Los Angeles									-		-	
9/16		Burbank					26.06	RC			-		26.06	
		Burbank to San Jose	167.90						19.00		-		186.90	
9/17		San Jose	167.90						19.00		-		186.90	
9/18		Drove to Sacramento					16.31	RC	4.00		-		20.31	
	1300	Sacramento							40.00		-		40.00	
											-		-	
											-		-	
											-		-	
											-		-	
(10) SUBTOTALS			335.80	-	-	-	-	55.87	-	83.25	14.00	7.70	-	482.62
COLUMN CODE (ACCTG. USE ONLY)														

CLAIM TOTAL

\$ 482.62

(11) PURPOSE OF TRIP, REMARKS AND DETAILS

9/8 - Director Jacobs met with Sean Spear(TCAC). 9/9 - Drove to Sacramento Airport. Flight from Sacramento to Burbank. 9/10 - Participated in the 2009 Economic & Real Estate Outlook Conference. Returned rental car. 9/14 - Picked up rental car. Met with Mayor Jim Friedman...met with Charles Cohen (Weston Benshoof) and John Ashkar regarding affordable housing. 9/15 - Director Jacobs attended the LABC / Legislative Affairs Committee Meeting. 9/16 - Flight from Burbank to San Jose... Met w/ League of Cities Board members. 9/17 - Caucus meetings and participated in workshop panels. 9/18 - Morning meeting and drove from San Jose to Sacramento. Returned rental car at Sacramento airport. Taxi to HCD HQ and home.

(12) NORMAL WORK HOURS

8:00 AM - 5:00 PM

(13) PRIVATE VEHICLE LICENSE No.

(14) MILEAGE RATE CLAIMED

0.55

AGENCY ACCOUNTING OFFICE

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CLAIMANT'S SIGNATURE

DATE

(16) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT

DATE

Lynn L. Jacobs

10/07/09

Elliott Mandell

10/07/09

(17) SPECIAL EXPENSE AUTHORIZATION - SIGNATURE and TITLE (See Item 17 on reverse)

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(2)				BREAK-FAST	LUNCH	O.T., L/T, NC, RELO. OR DINNER		(A) COST OF TRANS	(B) TYPE USED	(C) CARFARE TOLLS, PRKG	(D) PRIVATE CAR USE			
DATE	TIME										MILES	AMOUNT		
Sep-09		Sacramento Meetings						PC	1.00	2	1.10		2.10	
	1500	Sacramento to Salinas	93.56			18.00					-		111.56	
9/23		Salinas		6.00	10.00		6.00				-		22.00	
	1800	Salinas to Sacramento									-		-	
9/24		Sacramento						PC	6.00		-		6.00	
	1200	Drove to Sacramento A/P						PC		12	6.60		6.60	
		Sacramento to Burbank									-		-	
9/25		Los Angeles						RC	12.00		-		12.00	
9/28		Ventura									-			
9/29		Los Angeles to Palm Springs						38.98	RC		-		38.98	
9/30		Rancho Mirage						18.82	RC		-		18.82	
		Ontario to Sacramento						PC	36.00		-		36.00	
	1900	End of Trip									-		-	
											-		-	
											-		-	
(10) SUBTOTALS			93.56	6.00	10.00	18.00	6.00	57.80	-	55.00	14.00	7.70	-	254.06
COLUMN CODE (ACCTG. USE ONLY)														

CLAIM TOTAL

\$ 254.06

(11) PURPOSE OF TRIP, REMARKS AND DETAILS

9/22 - Meetings in Sacramento - Drove with staff to Salinas 9/23 - HCD salinas Funding fair event - returned to Sacramento. 9-24 Meetings in Sacramento-- Drove to Sacramento A/P - Flight from Sacramento to Burbank. 9/25- Speaking Engagement at the SCANPH Annual Conference in Los Angeles. 9/28 - Met with Bill Watkins and Michael Maloney w/ California Lutheran Economic Forecast. 9/29 - Attended the LABC Housing Summit in Los Angeles - Drove from Los Angeles to Palm Springs 9/30 - Speaking Engagement in Rancho Mirage - Drove to Ontario for flight to Sacramento.

(12) NORMAL WORK HOURS

8:00 AM - 5:00 PM

(13) PRIVATE VEHICLE LICENSE No.

(14) MILEAGE RATE CLAIMED

0.55

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